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## Auburn University Job Description

Job Title: **Dir, Proposal Svs & Fac Sup**

Job Family: No Family

Job Code: **HC45**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

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### Job Summary

Directs and oversees all proposal services and faculty support to include but not limited to functions and operations of the department designed to assist faculty and staff in proposal development, grant training and coordination, and communication.

### Essential Functions

1. Provides proposal management and authoritative guidance to faculty and staff.
2. Directs the development of various educational methodologies designed to support faculty and staff in writing and developing proposals.
3. Develops a broad-range of tools and professional development opportunities designed to enhance the success of faculty and staff with discovering funding opportunities, proposal writings, and funding strategies.
4. Provides management oversight, supervision, and direction to the professional and support staff that assists and administers proposal and contract and grant training.
5. Oversees the budget, budget process, and manages the professional development for the department.
6. Directs the work of others to produce and keep up-to-date a policies and procedures manual and ensures such policies and procedures are consistently applied.
7. Oversees the funding opportunities and website support services for faculty and staff.
8. Facilitates and/or participates in various engagement meetings/activities.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Masters Degree	Degree in Business Administration, Education Administration, Law, Political Science, Engineering, or related field.
<b>Experience (yrs.)</b>	7	Experience in contracts and grants management and federal regulations.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of contracts and grants administration, proposal submission, federal agency regulations, teaching methodologies, university policies and procedures, and accounting concepts.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires walking, reaching, climbing or balancing, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/7/2015

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